

DATE: 4/16/2010

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00097385

B2010000123

## JEFFERSON PARISH

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETNA, LA. 70054-0009  
504-364-2678

VENDOR: [REDACTED] COMPANY

BUYER: J. Lotz

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 5/18/2010 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES DISQUALIFY BID.

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

#### THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. The provisions do not apply to public works projects

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet or exceed specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds \$20,000.00 and if someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O).

**A. AWARD OF CONTRACT:** JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitor outside the state. "LSA-R.S.38:2251-2261"

**B. USE OF BRAND NAMES AND STOCK NUMBERS:** Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

**C. CANCELLATION OF CONTRACT:** JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

Visit our website at [WWW.JEFFPARISH.NET/BIDS](http://WWW.JEFFPARISH.NET/BIDS)

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**D. PRICES:** Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

**E. RESPONSE TO INVITATION:** If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

**F. POSTING OF BIDS:** Non-Advertised bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

**IN ACCORDANCE WITH RECENT STATE LEGISLATION JEFFERSON PARISH IS NOW OFFERING  
ELECTRONIC PROCUREMENT TO ALL VENDORS**

**JEFFPro is the current Electronic Procurement System being used by the Parish. This system allows vendors the convenience of entering and submitting their pricing online. This is a secure site and no one has access to bid information.**

**Please follow the Purchasing Department link at [purchasing.jeffparish.net](http://purchasing.jeffparish.net) to register and review Jefferson Parish solicitations.**

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

**PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE  
CORRESPONDING INSTRUCTIONS BELOW.**

**1, 4, 5, 8, 9, 10, 12, 13, 14**

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. Failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification (with no additional cost to the owner).

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

2. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project.
3. A Louisiana State Contractor's License may be required in accordance with LSA-R.S. 37:2150 et seq. If providing information on the internet (JEFFPro) please enter license number in the vendor comment section of the bid form.
4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
5. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
6. All awards in excess of \$5,000.00 for the construction, alteration, or repair of any public works will be reduced to a formal contract which shall be recorded at the contractor's expense. A price list of recordation costs may be obtained from the Clerk of Court and Ex-officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 reduced to formal contract will require a performance bond.
7. A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. Performance bond shall be supplied at the signing of the contract.
8. Please indicate if you have insurance: YES \_\_\_\_\_ NO \_\_\_\_\_  
Successful bidder will be required to furnish proof of insurance to this office.  
Successful bidder will be required to furnish Federal I.D. Number.
9. Minimum insurance requirements for this bid are as indicated on the attached sheet.
10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid, including all alternates.
11. Affidavit required is to be submitted within 10 working days of the bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project. (LSA-RS 38:2224)
12. This is a requirements contract to be provided on an as needed basis.
13. In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.
14. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

## BID FORM

Non Public Works

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

### DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO \_\_\_\_\_

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

AUTHORIZED

SIGNATURE: \_\_\_\_\_

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

**NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.**

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097385

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>PEST CONTROL SERVICES - 2 YR. CONTRACT FOR VARIOUS JEFFERSON PARISH BUILDINGS.</p> <p>Labor, materials, and equipment necessary to provide a two (2) year contract for pest control services for various Jefferson Parish Buildings, for the Department of General Services.</p> <p>This contract shall also include the addition of any building under the term and conditions of this contract.</p> <p>WESTBANK PRE-BID CONFERENCE MAY 5, 2010 AT 9:30 AM 200 DERBIGNY ST, SUITE 4400 GRETN, LA</p> <p>EASTBANK PRE-BID CONFERENCE MAY 6, 2010 AT 9:30 AM 1221 ELMWOOD PARK BLVD, SUITE 509 JEFFERSON, LA 70123</p> <p>NOTE: BELOW IS THE 1ST ITEM TO BE BID:</p>		
1	1	MO	0010 Provide a monthly cost (1st month of service) for the initial clean out treatment of the JEFFERSON PARISH GENERAL GOVERNMENT BUILDING AND ROTUNDA, located at 200 Derbigny Street, Gretna, LA. (APPROXIMATELY 136,200 SQFT.)		
2	23	MO	0020 - Provide a monthly cost for pest control services for the JEFFERSON PARISH GENERAL GOVERNMENT BUILDING AND ROTUNDA.		
3	1	MO	0030 - Provide a monthly cost (1st month of service) for the initial clean out treatment of JEFFERSON PARISH SURPLUS PROPERTY, located at 920 David Drive, Metairie, LA. (APPROXIMATELY 10,000 SQFT.)		
4	23	MO	0040 - Provide a monthly cost for pest control services for JEFFERSON PARISH SURPLUS PROPERTY.		
5	1	MO	0050 - Provide a monthly cost (1st month of service) for the initial clean out		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097385

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			treatment of the THOMAS F. DONELON BLDG. (FORMERLY JEFFERSON PARISH COURTHOUSE ANNEX BUILDING), located at 200 Derbigny St., Gretna, LA. (APPROXIMATELY 110,705 SQFT.)		
6	23	MO	0060 - Provide a monthly cost for pest control services for the THOMAS F.  DONELON BUILDING (FORMERLY JEFFERSON PARISH COURTHOUSE ANNEX BUILDING).		
7	1	MO	0070 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of the JEFFERSON PARISH CENTRAL PLANT, located 960 First Street, Gretna, LA. (APPROXIMATELY 16,837 SQFT.)		
8	23	MO	0080 - Provide a monthly cost for pest control service for the JEFFERSON  PARISH CENTRAL PLANT.		
9	1	MO	0090 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of the DISTRICT ATTORNEY'S OFFICE BUILDING, located at 200 Derbigny St., Gretna, LA. (APPROXIMATELY 72,488 SQFT.)		
10	23	MO	0100 - Provide a monthly cost for pest control services for the DISTRICT  ATTORNEY'S OFFICE BUILDING.		
11	1	MO	0110 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of the SECOND PARISH COURT BUILDING, located at 100 Huey P. Long Ave., Gretna, LA. (APPROXIMATELY 67,000 SQFT.)		
12	23	MO	0120 - Provide a monthly cost for pest control services for the SECOND PARISH  COURT BUILDING.		
13	1	MO	0130 - Provide a monthly cost (1st month of service) for the initial clean out		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097385

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			treatment of the SALVADOR A. LIBERTO BUILDING, located at 200 Huey P. Long Avenue, Gretna, LA. (APPROXIMATELY 12,852 SQFT.)		
14	23	MO	0140 - Provide a monthly cost for pest control services for the SALVADOR A.  LIBERTO BUILDING.		
15	1	MO	0150 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of the LOCAL HISTORY CENTER, located at 519 Huey P. Long Ave., Gretna LA. (APPROXIMATELY 19,493 SQFT.)		
16	23	MO	0160 - Provide a monthly cost for pest control services for the LOCAL HISTORY  CENTER.		
17	1	MO	0170 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of the CHARLES B. ODOM BLDG., located at 5001 Westbank Expressway, Marrero, LA. (APPROXIMATELY 47,750 SQFT.)		
18	23	MO	0180 - Provide a monthly cost for pest control services for the CHARLES B.  ODOM BLDG.		
19	1	MO	0190 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of the CLERK OF COURT RECORDS ROOM, located at 1128 Fourth Street, Gretna, LA. (APPROXIMATELY 6,768 SQFT.)		
20	23	MO	0200 - Provide a monthly cost for pest control services at the CLERK OF COURT  RECORDS ROOM.		
21	1	MO	0210 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of the MARRERO SENIOR CENTER,		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097385

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			located at 4400 Seventh Street, Marrero, LA. (APPROXIMATELY 5,671 SQFT.)		
22	23	MO	0220 - Provide a monthly cost for pest control services at the MARRERO SENIOR CENTER.		
23	1	MO	0230 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of the BRIDGE CITY SENIOR CITIZEN'S CENTER, located at 1601 Bridge City Avenue, Bridge City, LA. (APPROXIMATELY 6,198 SQFT.)		
24	23	MO	0240 - Provide a monthly cost for pest control services for the BRIDGE CITY  SENIOR CITIZEN'S CENTER.		
25	1	MO	0250 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of the JEFFERSON PARISH CORRECTIONAL CENTER, located at 100 Dolhonde Street, Gretna, LA. (APPROXIMATELY 214,970 SQFT.)		
26	23	MO	0260 - Provide a monthly cost for pest control services for the JEFFERSON  PARISH CORRECTIONAL CENTER.		
27	1	MO	0270 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of the CHILDREN'S ADVOCACY CENTER, located at 220 Lavoisier Street, Gretna, LA. (APPROXIMATELY 1,456 SQFT.)		
28	23	MO	0280 - Provide a monthly cost for pest control services at the CHILDREN'S  ADVOCACY CENTER.		
29	1	MO	0290 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of INSPECTION AND CODE ENFORCEMENT, located at 400 Maple Ave., Harvey, LA.		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097385

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			(APPROXIMATELY 7,102 SQFT.)		
30	23	MO	0300 - Provide a monthly cost for pest control services for INSPECTION AND CODE ENFORCEMENT.		
31	1	MO	0310 - Provide a monthly cost (1st month of service) for the initial clean out treatment of the BRIDGE CITY FIRE TRAINING CENTER, located at 200 East Street, Bridge City, LA, to include the Administration Building, Training Tower, Equipment/Smoke Maze Building, Fire Extinguisher Building, Burn Building, Fire House/Fire Truck Storage Building, Heavy Rescue Building, Entire Grounds (Treatment for Ants). A. ADMINISTRATION BUILDING (APPROXIMATELY 3,321 SQFT.) B. TRAINING TOWER (APPROXIMATELY 1,176 SQFT.) C. EQUIPMENT/SMOKE MAZE BUILDING (APPROXIMATELY 2,521 SQFT.) D. FIRE EXTINGUISHER BUILDING (APPROXIMATELY 345 SQFT.) E. BURN BUILDING (APPROXIMATELY 2,000 SQFT.) F. FIRE HOUSE/FIRE TRUCK STORAGE BLDG. (APPROXIMATELY 1,564 SQFT.) G. HEAVY RESCUE BUILDING (APPROXIMATELY 512 SQFT.) NOTE: BUILDINGS D, E, F & G WILL ONLY BE INCLUDED IN THIS CONTRACT IF THE BUDGET PERMITS.		
32	23	MO	0320 - Provide a monthly cost for pest control services for the BRIDGE CITY FIRE TRAINING CENTER, to include the Administration Building, Training Tower, Equipment/Smoke Maze Building, Fire Extinguisher Building, Burn Building, Fire House/Fire Truck Storage Building, Heavy Rescue Building, and Entire Grounds (treatment for ants).		
33	1	MO	0330 - Provide a monthly cost (1st month of service) for the initial clean out treatment of the JUVENILE JUSTICE COURT Building, located at 1546-A Gretna Blvd. Harvey, LA. (APPROXIMATELY 30,898 SQFT.)		
34	23	MO	0340 - Provide a monthly cost for pest control services for the JUVENILE		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097385

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			JUSTICE COURT BUILDING.		
35	1	MO	0350 - Provide a monthly cost (1st month of service) for the initial clean out		
			treatment of the JUVENILE JUSTICE COMPLEX (Includes Rivarde Detention), located at 1546 Gretna Blvd., Harvey, LA. (APPROXIMATELY 36,800 SQFT.)		
36	23	MO	0360 - Provide a monthly cost for pest services for the JUVENILE JUSTICE COMPLEX (Includes Rivarde Detention).		
37	1	MO	0370 - Provide a monthly cost (1st month of service) for the initial clean out		
			treatment of the JUVENILE SERVICES WAREHOUSE, located at 1651 Manhattan Blvd., Harvey, LA. (APPROXIMATELY 3,876 SQFT.)		
38	23	MO	0380 - Provide a monthly cost for pest control services for the JUVENILE SERVICES WAREHOUSE.		
39	1	MO	0390 - Provide a monthly cost (1st month of service) for the initial clean out		
			treatment of the JOSEPH S. YENNI BUILDING, located at 1221 Elmwood Park Boulevard, Jefferson, LA. (APPROXIMATELY 226,560 SQFT.)		
40	23	MO	0400 - Provide a monthly cost for pest control services for the JOSEPH S. YENNI BUILDING.		
41	1	MO	0410 - Provide a monthly cost (1st month of service) for the initial clean out		
			treatment of FIRST PARISH COURT, located at 924 David Drive, Metairie, LA. (APPROXIMATELY 31,600 SQFT.)		
42	23	MO	0420 - Provide a monthly cost for pest control services for FIRST PARISH COURT.		
43	1	MO	0430 - Provide a monthly cost (1st month of service) for the initial clean out		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097385

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			treatment of the JEFFERSON SENIOR CENTER, located at 4518 Jefferson Highway, Jefferson, LA. (APPROXIMATELY 6,000 SQFT.)		
44	23	MO	0440 - Provide a monthly cost for pest control services for the JEFFERSON  SENIOR CENTER.		
45	1	MO	0450 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of the METAIRIE SENIOR CENTER, located at 265 North Causeway Blvd., Metairie, LA. (APPROXIMATELY 8,700 SQFT.)		
46	23	MO	0460 - Provide a monthly cost for pest control services at the METAIRIE  SENIOR CENTER.		
47	1	MO	0470 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of the EASTBANK JUVENILE SERVICES BUILDING, located at 3420 N. Causeway Blvd., Metairie, LA. (APPROXIMATELY 32,896 SQFT.)		
48	23	MO	0480 - Provide a monthly cost for pest control services for the EASTBANK  JUVENILE SERVICES BUILDING.		
49	1	MO	0490 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of the WESTBANK HEALTH UNIT, located at 1855 Ames Blvd., Marrero, LA. (APPROXIMATELY 35,766 SQFT.)		
50	23	MO	0500 - Provide a monthly cost for pest control services for the WESTBANK HEALTH  UNIT.		
51	1	MO	0510 - Provide a monthly cost (1st month of service) for the initial clean out  treatment of the EASTBANK HEALTH UNIT, located at 111 North Causeway Blvd.,		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097385

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Metairie, LA. (APPROXIMATELY 25,100 SQFT.)		
52	23	MO	0520 - Provide a monthly cost for pest control services for the EASTBANK HEALTH UNIT.		
53	1	MO	0530 - Provide a monthly cost (1st month of service) for the initial clean out treatment for the addition of one or more buildings under the terms and conditions of this contract. (500-10,000 sqft.)		
54	1	MO	0540 - Provide a monthly cost for pest control services for the addition of one or more buildings under the terms and conditions of this contract. (500-10,000 sqft.)		
55	1	MO	0550 - Provide a monthly cost (1st month of service) for the initial clean out treatment for the addition of one or more buildings under the terms and conditions of this contract. (10,001-40,000 sqft.)		
56	1	MO	0560 - Provide a monthly cost for pest control services for the addition of one or more buildings under the terms and conditions of this contract. (10,001-40,000 sqft.)		
57	1	MO	0570 - Provide a monthly cost (1st month of service) for the initial clean out treatment for the addition of one or more buildings under the terms and conditions of this contract. (40,001 - 100,000 sqft.)		
58	1	MO	0580 - Provide a monthly cost for pest control services for the addition of one or more buildings under the terms and conditions of this contract. (40,001 - 100,000 sqft.)		
59	24	MO	0590 - Provide a monthly cost for additional bi-weekly treatment for the		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097385

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			control of mice, rats, and rodents at the Jefferson Parish Correctional Center, located at 100 Dolhonde Street, Gretna, LA.		

**Section 1.0 – Pre-Bid Conference:**

A Pre-Bid Conference and inspection of the **Westbank** sites shall be held on Wednesday, May 5, 2010 at 9:30 am at the LOCATION of the Jefferson Parish General Government Building, located at 200 Derbigny Street, Suite 4400, Gretna, LA.

A Pre-Bid Conference and inspection of the **Eastbank** sites shall be held on Thursday, May 6, 2010 at 9:30 am at LOCATION of the Joseph S. Yenni Building, located at 1221 Elmwood Park Boulevard, Suite 509, Jefferson, LA.

All bidders are invited to attend the Pre-Bid Conference. Failure to attend the Pre-Bid Conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and to inspect the site with the owner's representative, etc.

The Pre-Bid Conference and inspection does not relieve the successful bidder from necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specifications without cost to the owner.

All bidders shall visit all building sites at the Pre-Bid Conferences to familiarize themselves with the site and the required work. There will be no allowance for lack of knowledge of any existing conditions.

**Section 2.0 – Scope:**

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a contract for pest control services for various Jefferson Parish Buildings, for the Department of General Services.

**This contract shall also include the addition of any building under the terms and conditions of this contract.**

**The contract will be for a period of two (2) years, beginning on September 9, 2010.**

**Section 3.0 – Quantities/Inspection:**

Bidders must inspect the sites prior to the submission of their bid, in order to determine the square footage, configuration, etc., to be serviced. This contract will cover all buildings and grounds, under the jurisdiction of the Department of General Services, within one hundred feet (100') of the scheduled buildings.

**Section 4.0 – Bid Specifications:**

The contractor must determine and implement the most effective treatment for each building listed above, and their surrounding areas.

The contractor must have provided pest control services as described in these specifications for a period of five (5) years in buildings of similar occupancy, size, and scope.

THE CONTRACTOR SHALL INCLUDE A LIST OF FIVE (5) REFERENCES WITH HIS/HER BID ON THE PROVIDED FORM ATTACHED TO THESE SPECIFICATIONS, WHICH IS LABELED **(CONTRACTOR'S REFERENCE LIST)**.

# SPECIFICATIONS

The work under this contract shall conform with all pesticide application regulations of Federal, State, and Local government agencies, as well as all pesticide governing agencies such as FIFRA, Louisiana Department of Agriculture, EPA, etc.

Bidders shall familiarize themselves with and shall be in compliance with all applicable Federal, State, and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work of this contract, which may directly and/or indirectly affect the work or its performance. These laws and/or ordinances will be deemed to be included in the contract as though here in written form.

The contract will combat and control all pest problems, including but not limited to roaches, ants, waterbugs, silverfish, crickets, spiders, earwigs, firebrats, fleas, paper mites, book lice, body crabs, millipedes, gnats, fruit flies, beetles, mice, rats, rodents, wasps, bees, etc. This contract does not include termites or termite treatment.

Upon execution of the contract, there shall be an initial clean out of all buildings under this contract. The areas services on the clean out are as follows: all offices, all courtrooms, snack bars and vending machine areas, all kitchens and kitchenettes, all lunch rooms, all kitchen equipment, all food storage areas, warehouse, custodial closets, the crosswalks and breezeways connecting all buildings. This means the entire buildings and structures.

There shall be a seven (7) to ten (10) day follow-up treatment to ensure reduction of any active infestation. Following the initial clean out and follow-up treatment, a regular monthly service treatment, **(except for the Jefferson Parish Correctional Center dayrooms, which shall be treated twice per month)**, shall be scheduled to cover all restrooms, corridor walls and thresholds, custodial closets, kitchens and lunch areas, snack bars and vending machine areas, etc., where applicable.

In addition to regular monthly treatments, (except for the Jefferson Parish Correctional Center dayrooms, which shall be treated twice per month), all offices will be treated on a complaint basis only. The contractor shall respond within twenty-four (24) hours of the complaint.

## **SPECIAL INSTRUCTIONS** **JEFFERSON PARISH CORRECTIONAL CENTER**

The Jefferson Parish Correctional Center will require additional treatment above the basic service for the control of mice, rats, and rodents. Areas include, but are not limited to the exterior of the building around the loading dock and trash compactor area, also both interior warehouse and dry food storage areas.

Due to the volume of warehouse turn-over and food disposal, the facility will require servicing on a bi-weekly basis. Any emergency visits will be done at no additional charge to owner. The response time for emergency visits shall be within twenty-four (24) hours.

The vendor shall provide and install snap traps, ketch alls, glue boards, tracking powder and rodenticides. The equipment will be placed approximately ten (10) to twenty (20) feet apart, or as necessary. Vendor shall at all times comply with state and federal regulations.

With each service performed, a quality assurance log report will be completed listing what was found at the site and the service that was provided. A copy of the report shall be sent to:

Jefferson Parish General Government Building  
Department of General Services  
200 Derbigny Street, Suite 3300  
Gretna, LA  
ATTN: PROPERTY MANAGER

#### **Section 5.0 – Reports and Invoicing:**

A report shall be made on each building serviced under this contract and shall include the following information: problems discovered during inspection, chemicals (generic names) used, dilution/strengths, types of infestations found and their locations and activities inside and outside of the building. Any needed improvements in housekeeping practices as related to pest control programs, structural deficiencies, and other services rendered during the reporting period should also be included in this report.

**Westbank Sites** – Contact Mike Lemoine, Property Manager, Department of General Services, between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday, at (504) 364-2675.

**Eastbank Sites** – Contact Mike Fonseca, Property Manager, Department of General Services, between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday, at (504) 736-6036.

#### **After the initial clean out and with each regular monthly treatment, a service report must be mailed to:**

Jefferson Parish General Government Building  
Department of General Services  
200 Derbigny Street, Suite 3300  
Gretna, LA 70053

#### **The contractor shall submit an individual invoice for each location serviced under this contract, on the first of each month. The invoices shall be mailed to:**

Jefferson Parish General Government Building  
Department of General Services  
200 Derbigny Street, Suite 3300  
Gretna, LA 70053

#### **Section 6.0 – Frequency of Service:**

The contractor's personnel shall be required to provide a minimum of two (2) man hours per site, per month to meet the service specifications, with the exception of the Jefferson Parish Correctional Center, which shall have a minimum, of four (4) man hours per site, per month, and shall be totally sprayed each month (except for the Jefferson Parish Correctional Center dayrooms, which shall be treated twice per month). The Jefferson Parish Correctional Center must be serviced on Wednesday morning, or at the discretion of the Prison Administration.

The contractor's personnel will be required to sign in and out at the Building Engineer's of Manager's Office at each site, or other designated office within the building.



In addition to scheduled visits, the contractor will be required, at no extra costs to the Parish of Jefferson, to visit sites and perform necessary pesticide treatments within twenty-four (24) hours after receiving notice from the Department of General Services that additional pest control is needed. Additionally, the contractor's management and technical staff should be available for consultation of an as needed basis, via telephone and/or personal visit.

**Section 7.0 – Cleaning Area and Safety:**

Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable material must be removed from the job site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

**Section 8.0 – Permits:**

The contractor shall obtain any and all permits required by the Jefferson parish Department of Inspection and Code Enforcement and the City of Gretna (if applicable). The contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to the Department of General Services before final payment is rendered.

**Section 9.0 – Cancellation Clause:**

The Parish of Jefferson reserves the right to cancel the contract at anytime and for any reason by issuing a thirty (30) day written notice to the contractor.

## CONTRACTOR'S REFERENCE LIST

Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -

Telephone -	Fax -
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## **INSURANCE REQUIREMENTS**

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647 (replaces 105529 and 105530)

The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and Resolution No. 113646 or No. 113647.

### **WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

### **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

### **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.  
Property Damage Liability \$1,000,000.00 each occurrence.

### **DEDUCTIBLES**

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible be borne by the contractor.

### **UMBRELLA LIABILITY COVERAGE**

An umbrella policy or excess may be used to meet minimum requirements.

## **CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:**

### **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

### **BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.